

Company: _____ Date: _____

JOB TITLE: _____ # Positions: _____ Job Descrip? ☐ Yes

☐ Full-time ☐ Part-time ☐ Temp Work Schedule: _____ Salary Range: _____

SKILLS: Minimum: _____ Preferred: _____

EXPERIENCE: Minimum: _____ Preferred: _____

EDUCATION: Minimum: _____ Preferred: _____

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☐ OJT ☐ Work Experience Other: _____

JOB DUTIES: _____

JOB REQUIREMENTS: _____

BENEFITS: ☐ Vacation ☐ Life Ins ☐ Sick Leave ☐ Retirement/401(k) ☐ Health ☐ Dental

How to apply: _____

NOTES / COMMENTS: _____

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